

13 March 1974

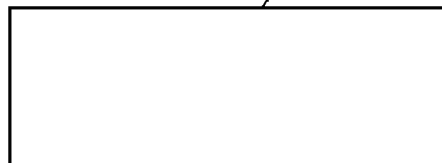
MEMORANDUM FOR: Distribution

SUBJECT: Items for DDCI's Briefing Book

1. General Walters has been out of the city since 6 March and will return on 16 March. All offices have been asked to provide to ES/DCI by 1500 hours, 15 March, any material for his black book.

2. Items to be included should consist of brief, concise, up-to-the-minute statements about significant things that have happened during his absence about which he should be made aware as soon as possible. Items which have been covered by publications, correspondence, or minutes of meetings, copies of which have already been provided to the DDCI, should not be included.

3. It is requested that each office advise me by 1100 hours, 15 March, if you have anything on which IC Staff should report.



STA

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Approved For Release 2004/03/26 : CIA-RDP80M01082A000700210021-3

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Approved For Release 2004/03/26 : CIA-RDP80M01082A000700210021-3

Preparation of Briefing Books for the Director and Deputy Director

1. As a general rule, we should not report in the briefing book on items which will be presented to them separately, such as minutes of the Morning Meeting, intelligence publications, correspondence, cables, etc.

2. We should include a brief, concise, up-to-the-minute statement about significant things that have happened during their absence about which they should be made aware as promptly as possible. Normally, if we refer to correspondence, it should be summarized rather than enclosed. There may, of course, be exceptions. Some events may not lend themselves to adequate coverage in the briefing book. In this case, it might be desirable to include enough to alert them and follow up with a fuller briefing at their earliest convenience or submit a fuller memorandum. Trivia or routine things about which they have no need to learn promptly, if at all, should not be included.

3. As to format, the briefing book will include exactly what is served up. In order that the total package may have some uniformity, material should be prepared on 8 x 10 1/2 paper suitable for insertion in a three-ring looseleaf notebook.

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